

Texas Water Development Board REGIONAL WATER SUPPLY AND WASTEWATER FACILITIES PLANNING APPLICATION CHECKLIST

I. General Information

1. Legal name of applicant(s).
2. DUNs Number, if you do not have a DUNS number, visit:
[https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNS
NumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab)
3. Participating political subdivision(s) and/or service areas.
4. Authority of law under which the applicant was created.
5. Applicant's official representative, Name, Title, Mailing address, Phone number, Fax number, Vendor ID Number, and if available, E-mail Address.
6. Citations of applicant's legal authority to plan, develop, and operate a regional facility for the planning area or if authority to plan is by interlocal agreement, attach agreement to application.
7. Is this application in response to a Request for Proposals published in the Texas Register?
Yes " No "
8. If yes to No. 6 above, list document number and date of publication of the Texas Register.
9. Type of proposed planning (Check all that apply)
Regional Water Supply Facility Planning "
Regional Wastewater Facility Planning "
10. Total proposed planning cost
11. Applicant Cash Contribution to the study.
12. List source of cash contribution, explanation of source of local cash contribution.
13. Applicant In-kind contribution including a description of in-kind services to be provided.
14. Total grant funds requested from the Texas Water Development Board.
15. Detailed description of why proposed planning is needed. (Not to exceed 1 page.)
16. Detailed description of why state funding assistance is needed. (Not to exceed 1 page.)
17. Identify potential sources and amounts of funding available for implementation of viable solutions resulting from proposed planning.
18. Qualifications and direct experience of proposed project staff.

19. How much money has the applicant secured toward financing the proposed project? List the participating entities and the amount budgeted/committed by each entity.
20. Have any local entities included this project in the current CIP budget? Provide the name of the entity and provide proof that this project is included in the CIP.
21. Do you have support from the community for this project? Provide letters, resolutions, etc. showing proof of local support.
22. Percent of annual budget used for capital expenditure for past five years.

II. PLANNING INFORMATION

1. Describe the geographical planning area (specify river basins, counties, cities, districts, etc. and provide explanation for selecting planning boundaries). (Not to exceed 1 page.)
2. List the service areas and/or political subdivisions that would be served by the planned facility.
3. A map of proposed planning area.
4. Average per-capita income of proposed planning area.
5. Current population of proposed planning area.
6. Current unemployment rate of proposed planning area.
7. Current population density of proposed planning area in persons/acre.
8. Average population growth rate in proposed planning area for the past 10 years.
9. List date(s) and description(s) of most recent water supply and/or wastewater facility planning in proposed planning area.
10. List of political subdivisions, as defined earlier, in proposed planning area.
11. List of service areas and/or political subdivisions in proposed planning area that are not participating.
12. A detailed scope of work for proposed planning. (Not to exceed 6 pages.)
13. A task budget for the detailed scope of work by task. Example is attached.
14. An expense budget for detailed scope of work by expense category. Example is attached.
15. A time schedule for completing the detailed Scope of Work by task.
16. Method of reporting study progress.

III. EXISTING SYSTEM INFORMATION -

If proposed planning includes regional water supply facility planning, include the following information for each entity participating in this study:

1. Identify quality of present water source as seriously degrading, some degradation, expected to degrade in immediate future, or free from threat of degradation. Please identify the basis or reference source on which this rating has been made.
2. List number and parameter of Safe Drinking Water Act primary and secondary violations received by year for the last 3 years.

3. Ratio of current capacity to average demand for any existing facilities serving the proposed planning area (show how this was calculated).
4. Ratio of current capacity to peak demand for any existing facilities serving the proposed planning area (show how this was calculated).
5. What is the current capacity demand for any existing facilities serving the proposed planning area?
6. How many days per year for the past 5 years was the existing facility/system operated at full capacity due to demand?
7. How many days per year for the past 5 years did demand exceed operating capacity of the existing facility/system?
8. How many days per year for the past 5 years did you implement voluntary or mandatory water rationing? In each of the years, how many retail customers were affected? In each of the years, how many wholesale customers were affected?
9. Provide a graph showing actual demand per month for the 2 years preceding the current year. On the same graph, identify facility/system capacity as a constant.
10. List the per capita water use by year for the past 5 years for the area served by the existing facility/system.
11. Current average monthly water bill in proposed planning area for 10,000 gallons.
12. What impact will this project have on water rates in the service area in the next 2 years? In the next 5 years?
13. Do the existing service areas utilize groundwater? If so, could this planning result in conversion from groundwater to surface water?
14. Does the facility/system currently have a water conservation plan in place? Briefly describe the major components of the plan or provide a copy of the plan.
15. Number of years until new facilities are needed.

IV. EXISTING SYSTEM INFORMATION

If proposed planning includes regional wastewater planning, include the following information for each entity participating in this study:

1. Number of permit violations in past 12 months for fecal coliform, D.O. or nutrients, metals/organics, and other.
2. Number of enforcement actions in past 12 months.
3. Percent facility capacity used at present.
4. Classification of receiving stream as water quality limited, effluent limited, or unclassified.
5. Identify and describe amount of nonpoint source pollution present as low, moderate, or high. Please identify the basis or reference source on which this rating is made.
6. Identify and describe instances of nonpoint source pollution, which would be corrected by facilities that might result from the proposed planning. Please identify the basis or reference source on which this rating is made.
7. How many days per year for the past 5 years was the existing facility/system operated at full capacity due to demand?

8. How many days per year for the past 5 years did demand exceed operating capacity of the existing facility/system?
9. Current average monthly wastewater bill in the planning area for 10,000 gallons.
10. Percent of proposed planning area using on-site treatment systems.
11. Number of violations/failures of on-site treatment systems within past 12 months.
12. Will the number of on-site treatment systems be increased, decreased, or stay the same as a result of this planning?
13. Number of years until new facilities are needed.

V. WRITTEN ASSURANCES

Written assurance of the following items:

- Proposed planning does not duplicate existing projects;
- Implementation of viable solutions identified through the proposed planning and identification of potential sources of funding for implementation of viable solutions will be diligently pursued;
- If proposed planning includes regional wastewater planning, the proposal will conform to the approved state water quality management plan or an amendment to the water quality management plan which will bring the proposed planning into compliance with the water quality plan is being processed for the proposed planning area;
- If a grant is awarded, written evidence that local matching funds and in-kind services are available for the proposed planning must be provided when the contract is executed.
- An approved water conservation plan has been implemented in the proposed planning area or will be developed as part of the overall planning project.

VI. PROOF OF NOTIFICATION

Proof of notification

Applicants must notify all cities, counties, non-profit water supply corporations, regional planning agencies, regional water planning groups, and all districts and authorities created under the Texas Constitution, Article III, Chapter 52, or Article XVI, Chapter 59, in the proposed planning area by certified mail that an application for planning grant assistance is being filed with the Texas Water Development Board. This notice must be mailed at least 30 days prior to the Texas Water Development Board acting on any application. In addition, the Texas Water Development Board must receive from the applicant one copy of the notice mailed to the affected political subdivisions, a list of political subdivisions to which notice was sent, and the date the notice was sent. The Board may not act on an application before the end of the 30-day notice period unless all political subdivisions to which notice was required to be sent agree in writing to waive the notice period. The notification shall include the following:

- Name and address of applicant and applicant's official representative;
- Brief description of proposed planning area;
- Purpose of the proposed planning;
- Texas Water Development Board Executive Administrator's name and address; and
- Statement that any comments on the proposed planning must be filed with the applicant and the Texas Water Development Board Executive Administrator within 30 days of the date on which the notice was mailed.

VII. RESOLUTION

A resolution from the governing body of each applicant and/or participant:

- stating the entity's representative is authorized to apply for a grant from the Texas Water Development Board;
- granting authority for the entity to enter into a contract with the Texas Water Development Board; and
- stating the intent to commit local matching funds in cash and/or in-kind services identifying the total amount authorized to be contributed..

TASK AND EXPENSE BUDGET EXAMPLE

Task Budget

TASK	TOTAL BUDGET
Task 1	\$25,000.00
Task 2	\$25,000.00
Task 3	\$25,000.00
Task 4	\$25,000.00
Task 5	\$25,000.00
Total	\$125,000.00

Expense Budget

Category	Total Budget
Salaries (see note 1)	\$50,000.00

Fringe (see note 2)	\$15,000.00
Travel (see note 3)	\$1,000.00
Other Expenses (see note 4)	\$5,000.00
***Subcontractor	\$27,000.00
Profit	\$0.00
Overhead (see note 5)	\$25,000.00
Total	\$125,000.00

*****Please note that if all work is to be performed by Subcontractors, then you need only to enter the total amount for subcontracted work on the Subcontractor line. You do not need to breakdown the expenses for the subcontractor at this time.**

Note 1: Salaries and Wages is defined as the cost of salaries of engineers, draftsmen, stenographers, surveymen, clerks, laborers, etc., for time directly chargeable to this contract.

Note 2: Fringe is defined as the cost of social security contributions, unemployment, excise, and payroll taxes, workers' compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable thereto.

Note 3: Travel is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2011, Article IX, Part 5, as amended or superseded

Note 4: Other Expenses is defined to include expendable supplies, communications, reproduction, postage, and costs of public meetings directly chargeable to this CONTRACT.

Note 5: Overhead is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this contract. These costs shall include the following:

- Indirect salaries, including that portion of the salary of principals and executives that is allocable to general supervision;
- Indirect salary fringe benefits;
- Accounting and legal services related to normal management and business operations;
- Travel costs incurred in the normal course of overall administration of the business;
- Equipment rental;
- Depreciation of furniture, fixtures, equipment, and vehicles;
- Dues, subscriptions, and fees associated with trade, business, technical, and professional organizations;
- Other insurance; Rent and utilities; and Repairs and maintenance of furniture, fixtures, and equipment